

**STATE OF CALIFORNIA
CURRENT EMPLOYEE BENEFIT POLICIES/PROGRAMS**

Leave Benefits Policies/Programs*	Summary	Related Rule, Law, or Regulations**	Bargaining Unit***	Eligibility	Paid by
Adoption Leave	Any permanent employee may request and be granted a leave of absence without pay for the adoption of a child for a period not to exceed 1 year.	GC 19991.6(c)(3)	1-4, 9, 11-21, Excluded and Confidential	All permanent employees in designated units	Unpaid
Annual Leave Program	Eligible employees earn annual leave credits rather than sick leave and vacation credits and are eligible to receive enhanced Nonindustrial Disability Insurance (50% of gross salary and option to supplement with leave credits to 75% or 100% of gross salary).	GC 19858.4; 19858.5; 19858.7; 19849.10-.18; GC 19858.6	1, 5-10, 12-14, 16-20, Excluded and Confidential	All employees who have accrued leave credits and have elected to participate or are placed in program by employer	Employer Paid
Bereavement Leave	State employees are allowed paid time off if a specified member of their family dies.	GC 19859.3, 19849.10-.18	1-21, Excluded and Confidential	All permanent State employees	Employer Paid
Catastrophic Leave Program	Allows eligible employees to receive donations of annual leave, vacation, compensating time off, personal leave, and/or holiday credits from other eligible employees when the receiving employee faces financial hardship due to injury or the prolonged illness of the employee, employee's spouse, child, parent, or spouse's parent.	CCR 599.925	1-21, Excluded and Confidential	All permanent State employees except for seasonal employees	Donated Leave Credits
Continuing Education Leave	Employees in specified classes will be entitled to educational leave to obtain continuing education units. The leave time can be taken up to the amounts specified by the class per fiscal year, subject to the operational needs of the Department.	GC 21006	20	All employees in designated units and must be in a specific class	Unpaid
Dependent Care Leave	Employee may be granted an unpaid leave of absence for the purposes of providing personal medical care for the employee's ill or injured parent, spouse, or child.	GC 19991.1	15, 20	All employees in designated units	Unpaid
Educational Leave	Eligible employees with at least 1 year of permanent, full-time service in a specified classification which accrues educational leave will be credited with educational leave at a rate of 10 hours per month.	DPA 599.787-791, GC 19991.7 & .9	3, 21	Employees must have 1 year of permanent, full-time service in specified class	Employer Paid
Enhanced Industrial Disability Leave	An employee who loses the ability to work for more than 22 work days on the 40-hour clock as the result of an injury incurred in the official performance of his/her duties may be eligible for a financial augmentation to the existing industrial disability leave benefits (IDL). The intent of the program is to maintain, as closely as possible, the disabled employee's monthly take home pay.	DPA 599.769 GC 19871.2, 19849.10-.18; LC 4800-4820	6-8, 10, 16, 20, Excluded and Confidential	The department's appointing power has the final decision regarding employee's eligibility for EIDL	Employer Paid
Family Medical Leave Act	Entitles an eligible employee to take 12 weeks of paid or unpaid, job-protected leave each year to obtain care for their own serious health condition or to care for a seriously ill child, parent, or spouse. Health coverage at the State contribution rate is continued for the duration of the leave.	GC 12945.1-.2; Federal FMLA 1993	1, 3-4, 7, 11, 14, 15, 17, 20, 21, Excluded and Confidential	All State employees with 12 months of service and 1,250 hours in the previous 12 months	Unpaid

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Holiday-in-Lieu	Employees shall be eligible to receive a total of 104 hours of holiday-in-lieu credit each calendar year. Employees request and may receive approval to use this credit in accordance with annual leave or vacation scheduling provisions.	GC 19853.1	8, 12 (Department of Water Resources only), 13, 16	All employees in designated units who are full time	Employer Paid
Industrial Disability Leave	Provided to employees who are Public Employees' Retirement System (PERS) members and become temporarily disabled because of a work-related injury.	GC 19869-19877.1, 19849.10-.18	9, 20, 21, Excluded and Confidential	All State Teachers' Retirement System and PERS members	Employer Paid
Informal Leave	An informal leave of absence without pay may be granted for a period not to exceed 11 working days in a 22-day pay period.	GC 19991.1-2	1-4, 6-8, 10-21, Excluded and Confidential	Employees who have permanent status	Unpaid
Jury Duty	Employees may be absent with pay for jury duty provided they remit the jury fee to their Department.	GC 19991.3	1-4, 7-21, Excluded and Confidential	All State employees	Employer Paid
Leave of Absence (4800 Time)	Provides for a leave of absence without loss of salary, in lieu of disability payments for up to 1 year for any uniformed member of the California Highway Patrol (CHP) who is disabled by a single injury arising out of and in the course of performance of active law enforcement duties.	LC 4800.5	5 CHP	All employees in designated unit	Unpaid
Military Leave	Employees are allowed only 30 days of paid time off for either short-term or long-term military leave. Short-term military leave may be up to 180 calendar days; long-term leave is considered 6 months to 4 years.	GC 20990-21002; MVC 389-399.5	6, 16	All employees in designated units	Unpaid
9-12 Leave	Employer may grant a leave of absence not to exceed any 4 pay periods during the period designated by the employer.	GC 21006	3	All employees in designated unit	Unpaid
Nonindustrial Disability Insurance (NDI)	A wage continuation program provided to employees who are unable to work due to an injury or illness that is not work related.	GC 19878-19885, 19849.10-.18	7 (Enhanced NDI), 8, 10, 16, 21, Excluded and Confidential	All employees who are PERS members and have at least 6 months of service	Employer Paid
Parental Leave of Absence	An employee may be granted up to 1 year of unpaid leave to care for a newborn child.	GC 19991.6, 21013	1-21, Excluded and Confidential	All State employees	Unpaid
Personal Holiday	Once an employee has completed 6 months of employment, each full-time employee becomes eligible for a personal holiday to be used before the end of each fiscal year.	GC 19854	N/A	Employees who have completed 6 months of employment	Employer Paid
Personal Leave Program	Personal leave shall be requested and used by the employee in the same manner as vacation or annual leave.	GC 19996.3; CCR 599.937	N/A	Employees who have available leave credits	Employer Paid
Sick Leave	Employees appointed to permanent, limited term (LT), or temporary authorization appointment (TAU) positions are entitled to accrue sick leave credits.	GC 19859, 19861-19864, 19866, 19143, 19991.4	1-21, Excluded and Confidential	All State employees who have balances	Employer Paid

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Special Schools Leave Bank	Employees scheduled to work a 10-month school year may be scheduled to use vacation during the first 6 months of employment and shall receive 70 hours of vacation leave credit.	N/A	20	Employees who have permanent status and subject to management approval	Employer Paid
Temporary Leave of Absence	Temporary leave may be granted without pay to any employee for a period not to exceed 30 calendar days.	DPA 599.781, GC 19991.1	N/A	All State employees	Unpaid
10-12 and 11-12 Leave	Employer may grant a leave of absence not to exceed 75 calendar days or not to exceed 2 consecutive pay periods during the period designated by the employer.	GC 21006	3, 21	N/A	Unpaid
Unpaid Leave of Absence	Employees may be granted an unpaid leave of absence for a period not to exceed 1 year for reasons including union activity, temporary incapacity due to illness, education, research project, or to be loaned to another governmental agency.	DPA 599.781, GC 19991.1	1-4, 6-8, 10-21, Excluded and Confidential	All State employees, excluded employees must have 1 year of service	Unpaid
Vacation	All employees (other than those enrolled in Annual Leave) earn vacation credits based on years of State service.	GC 19858.1, 19856, 19856.1, 19863, 19991.4, 19849.10-.18	1-21, Excluded and Confidential	All State employees with 6 months of service	Employer Paid
Vacation (Employment Development Department [EDD] Employees Only)	Effective 4/1/00, EDD employees in specified bargaining units will have vacation requests granted on the basis of seniority.	N/A	1, 4, 11, 15, 20, 21	All employees in designated units	Employer Paid if employee has accrued leave credits
Vacation Scheduling (Department of Developmental Services Employees Only)	Requires detailed vacation scheduling and allows employees to request no more than 2 vacation periods for the upcoming year.	N/A	17, 20	All employees in designated units	Employer Paid if employee has accrued leave credits
Veteran's Educational Leave	Eligible employees who served in the armed forces may, upon application, be granted an educational leave of absence without pay.	GC 21006; MVC 981-981.7	N/A	All State employees	Unpaid

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Health/Insurance Benefits Policies/Programs*	Summary	Related Rule, Law, or Regulation**	Bargaining Unit***	Eligibility	Paid By
Accidental Death/Dismemberment Benefits	Department provides \$50,000 air travel insurance in specified classes required to fly as a passenger in other than regularly scheduled passenger aircraft to fulfill their work duties.	N/A	9, 10	N/A	Employer Paid
Administered by PERS PERS Long-Term Care Benefit	Voluntary employee paid program to provide cash benefits to assist with care for employees, their spouses, and parents who have chronic, long-term conditions.	IC 10232-10233.9, 10234.8-10234.97, 10235-10236.8; GC 19849.10-18, 21660-21664	1-4, 6-7, 9, 11-18, 20-21, Excluded and Confidential	All active employees and retirees under PERS. Spouses, parents and parents-in-law of eligibles	Employee Paid
Consolidated Benefits Program (COBEN)	Allows eligible employees to offset their total benefits cost by choosing lower cost health and/or dental plans. Offers specified amount of cash in lieu of health/dental benefits.	CCR 599.956; IRC 125	7, 8, 16, 18, 19, Excluded and Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a permanent intermittent (PI) employee who works a minimum of 480 hours in a 6-month control period	Employer Paid
Consolidated Omnibus Budget Reconciliation Act (COBRA)	Allows continuation of health, dental, or vision coverage from 18 to 36 months for employees who lose their insurance coverage due to separation or deletion from another employee's coverage.	LC 2800.2(b), 2807; COBRA OF 1985 (Public Law 99-272); GC 22840.2	1-21, Excluded	Based on qualifying events as determined by COBRA statute	Employee Paid
Dental Insurance	Insurance to help pay the cost of dental care for eligible employees and their eligible dependents.	GC 19849.10, 19827; CCR 2699.6711	1-21, Excluded	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a PI employee who works a minimum of 480 hrs in a 6-month control period	Employer and Employee Paid

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Health/Insurance Benefits Policies/Programs*	Summary	Related Rule, Law, or Regulation**	Bargaining Unit***	Eligibility	Paid By
Domestic Partnership Coverage	Extends domestic partner coverage to eligible State employees for health, dental, and vision benefits.	GC 22867-77; FC 297, 299	1-21, Excluded and Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a PI employee who works a minimum of 480 hours in a 6-month control period	Employee and Employer Paid
Health Insurance	Insurance to help pay the cost of hospital and other medical bills incurred by eligible employees and their eligible dependents.	GC 19849.10-.11, 22751, 22816, 22825, 22825.1, 19827; CCR 2699.6703	1-6, 9-17, 20-21, Excluded	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a PI employee who works a minimum of 480 hours in a 6-month control period	Employee and Employer Paid
Long-Term Disability Insurance	A voluntary wage continuation program provided to employees who are unable to work due to a long-term injury or illness.	GC 19849.11	Managers, Supervisors, Confidentials, and Excluded/Exempt	Employees working half-time or more	Employee Paid
Pre-Tax of Health/Dental Premium Costs	Employees enrolled in any health and/or dental plan which requires a portion of the premium to be paid by the employee, will automatically have their out-of-pocket premium costs taken out of their paycheck before Federal, State, and Social Security taxes are deducted.	N/A	1-21, Excluded	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a PI employee who works a minimum of 480 hours in a 6-month control period	Employee Paid
Rural Subsidy Program	Effective 1-1-00, the State shall establish a rural subsidy program. The State shall contribute \$1,500 per fiscal year, on behalf of each bargaining unit member who lives in a defined rural area, for health care expenses.	N/A	1-21, Excluded	All employees eligible for health and dental	N/A

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Health/Insurance Benefits Policies/Programs*	Summary	Related Rule, Law, or Regulation**	Bargaining Unit***	Eligibility	Paid By
Vision Care Insurance	Employer-paid Vision Care insurance for eligible employees.	GC 19849.10; IC 12693.65, 12693.25; CCR 2699.6719	1-21, Excluded	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a PI employee who works a minimum of 480 hours in a 6-month control period	Employer Paid
Worker's Compensation	Provided to employees who are injured on the job or become ill due to their job. It is separate from personal health insurance.	LC 110-139.6, 4900-4909.1, 3200-3219, 3300-3317	1-21, Excluded	All State employees	Employer Paid

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Work Schedule Policies/Programs*	Summary	Related Rule, Law, or Regulation**	Bargaining Unit***	Eligibility	Paid By
Alternate Work Week Schedule	Varying workweeks and work shifts may be established by the employer in order to meet the needs of the State agencies.	GC 19851	7, 9-10, 12, 15, 19, 20	All employees in designated units and subject to management approval	N/A
Exchanging Days Off or Hours of Work	Employees permitted to exchange hours of work or days off with other employees in the same class, performing the same type of duties within the same work location and working the same work week schedule.	GC 19851	1, 3-4, 6-8, 11, 15, 17-18, 20	All employees in designated units and subject to management approval	N/A
Flextime	Varying work shifts may be established by the employer in order to meet the needs of employees.	GC 19851	1-4, 7, 9-12, 15-17, 20	All employees in designated units and subject to management approval	N/A
Job Sharing	Employees may request to job share. Request considered on a case-by-case basis consistent with departmental rules.	CCR 599.830	7, 16, 18	All employees in designated units and subject to management approval	N/A
Set Up/Shut Down Time	Time necessary to "set up" and/or "shut down" a State function shall be part of the employee's workday.	GC 19851	1, 3-4, 11, 17	All employees in designated units	N/A
Shifts and Days Off Scheduling	Employees are allowed to bid on shift and days off based on seniority within classification at work location.	N/A	4, 6-7, 12-13, 15, 17, 18	All employees in designated units	N/A
Telecommuting	Employee may be allowed to work at his/her residence or central location close to his/her residence to improve employee effectiveness, reduce traffic congestion, improve air quality, conserve energy, save office space, and improve the quality of life.	GC 14200-14203	1-4, 7, 9-10, 14, 16	All employees in designated units and subject to management approval	N/A

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Education/Training Policies/Programs*	Summary	Related Rule, Law, or Regulation**	Bargaining Unit***	Eligibility	Paid By
Continuing Education Leave	Employees in specified classes will be entitled to educational leave to obtain continuing education units. The leave time can be taken up to the amounts specified by the class per fiscal year, subject to the operational needs of the Department.	N/A	20	All employees in specified classes	Unpaid
Educational Benefits	Scholarship grants for minor dependent children of employees killed or totally disabled in the line of duty.	LC 4709	5, 8	All employees in designated units	Employer Paid
Family School Partnership Act	Allows employees to take up to 40 hours per calendar year, not exceeding 8 hours in any calendar month of the year, to participate in activities at his/her child's school.	LC 230.8	N/A	All State employees	Unpaid
Mentoring Program	Eligible employees may receive up to 40 hours of mentoring leave per calendar year to participate in mentoring activities once they have used an equal amount of their personal time for these activities.	Executive Order W-132-96 (4/96)	1-3, 7, 9-12, 16, 19, 21	All employees in designated units	Employer Paid
Registered Nurse Scholarship Program	Scholarship grants to encourage registered nurses working in California to pursue university level educational degrees in nursing and related health care professions.	N/A	17	All employees in designated units who meet scholarship criteria	Employer Paid
Tuition Reimbursement	Employees may be reimbursed for expenses incurred and provided with time off during normal work hours without loss of compensation as a result of completing approved training or education courses.	CCR 599.819; GC 19995.1	1-12, 14-21, Excluded and Confidential	All employees in designated units	Employer Paid

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Employee Assistance Policies/Programs*	Summary	Related Rule, Law, or Regulation**	Bargaining Unit***	Eligibility	Paid By
Assaultive Behavior	The State will endeavor to provide training to all employees at risk of assault on how to defuse potentially violent situations and verbal confrontations.	N/A	1, 3-4, 11, 17, 18, 20	N/A	Employer Paid
Breastfeeding Workplace Program (Department of Health Services [DHS])	Department of Health Services has established lactation rooms in Sacramento allowing new mothers the time and privacy for lactation in the workplace.	Department Policy	N/A	All employees in participating State departments	N/A
Child Care Program On-Site (PERS, Department of Motor Vehicles, Franchise Tax Board, Department of Mental Health)	Open to State agencies and the public; however, departmental on-site employees on waiting list have priority. All participants pay the same rate.	GC 4560-4563	N/A	All employees subject to waiting list	Employee Paid
Employee Assistance Program	Provides confidential problem assessment, short-term counseling, and referral services to employees and their families.	HSC 11759.10-.17; GC 19998.5	1-21, Excluded	All employees in half-time or greater time base	Employer Paid
Injury and Illness Prevention Program	Each department shall establish, implement, and maintain an Injury and Illness Prevention Program.	LC 6401.7	1, 4, 11, 14, 17, 20	N/A	N/A
Wellness Program	This program was formed to: improve the overall health of employees; increase the longevity and the quality of life; reduce the employee's health risks; and encourage safe and healthy behavior.	CCR 599.935; GC 19261; LC 6400, 6402-4	3-4, 17, Excluded	N/A	N/A
Workplace Violence Prevention	The State agrees to meet with the Union to develop and provide training on a model Workplace Violence Prevention Program and make the program available to all departments.	N/A	1, 3-5, 10-11, 14-15, 17, 19, 20	All employees in designated units	Employer Paid
Fitness Center	Exercise equipment available for use by employees at no cost.				

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Miscellaneous Policies/Programs*	Summary	Related Rule, Law, or Regulation**	Bargaining Unit***	Eligibility	Paid By
Alternative Pre-Retirement Death Benefit	Provides an improved benefit and allows the surviving spouse and dependent children to continue to receive the State employer's premium for health and dental coverage. The enhanced death benefits would also be payable to surviving spouses or dependent children who are currently receiving the former death benefit.	GC 21547, 22754	1, 3-4, 6-7, 11-17, 19	All employees in designated units	Employer Paid
Commute Program	Employees working in facilities served by congested commute routes identified by the State shall be eligible for a discount on monthly public transit passes.	N/A	1-12, 14-21, Excluded	All employees in designated units	Employer Paid
Financial Assistance for Active Member Death	When an active uniformed CHP employee suffers a death due to an illness or injury which was not incurred in the line of duty, the Commissioner may allow employees to donate leave credits to the leave bank of the employee.	N/A	5	All employees in designated units	Employees' Donate Leave Credits
FlexElect Program	Offers reimbursement accounts or a specified amount of cash to help employees pay for out-of-pocket dependent care and medical expenses with pre-tax dollars deducted from their monthly pay warrant. Offers a specified amount of cash in lieu of health/dental benefits.	GC 1156	1-21, Excluded	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a PI employee who works a minimum of 480 hours in a 6-month control period	Employee and Employer Paid
Group Legal Services Plan	Voluntary, employee-paid benefit available to employees who may be in need of legal consultation and representation. NOTE: For Group Legal Plan, only two bargaining units (8 and 13) remain ineligible.	GC 19889.7, 19849.10-18	1, 7, 9-12, 14-21, Excluded	All Excluded employees and rank and file with exception of Bargaining Units 8 and 13, part-time or greater time base	Employee Paid
Life Insurance	Department pays \$50,000 to the designated beneficiary of an employee in designated rank and file classes who is killed while assigned prescribed duties under certain conditions.	LC 4701-2	4, 9, 11	All employees in designated units and classes	Employer Paid
Life Insurance (Excluded)	State pays the premium for basic coverage of \$50,000 for Manager and \$25,000 for Supervisors, Excluded, and Confidential.	GC 20750.11	Excluded	Excluded employees half-time or greater	Employer Paid

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Part-Time, Seasonal, Temporary Plan (PST)	The Federal Omnibus Budget Reconciliation Act of 1990 mandates that part-time, seasonal or temporary employees who are not members of a retirement system be covered by either a qualified retirement plan or by Social Security. The PST Plan, administered by the Savings Plus Program (SPP), serves as a qualified retirement plan.	IRC 457, CCR 599.945-599.945.3, GC 19999.2-19999.21	1-21, Excluded	All part-time, seasonal, or temporary (PST) employees who are ineligible for participation in the PERS shall be enrolled in the PST Retirement Plan.	7.5% of monthly/semi-monthly gross pay is automatically deducted from employee's paycheck. Employer fees pay for the administration of the program.
Pre-Retirement Death Continuation of Benefits Proposal	The State employer shall, upon the death of an employee while in State service, continue to pay employer contributions for health, dental, and vision benefits for a period not to exceed 120 days beginning in the month of the employee's death.	N/A	1-21, Excluded and Confidential	Permanent employee appointed half-time or more; or a LT or TAU employee who is half-time or more with an appointment of 6 months or more; or a PI employee who works a minimum of 480 hours in a 6-month control period	Employer Paid
Purchase of Retirement Service Credit	Service credit can be restored (by a redeposit of previously withdrawn contributions and interest) or purchased for, among others: (1) time while on certain approved leaves of absence; (2) military duty prior to State employment; and (3) public employment prior to becoming eligible for PERS membership. Second Tier PERS members may also rollover funds from qualified 401(a) or 401(k) plans to purchase prior service credit. Participants of the SPP who are enrolled in the 401(k) Thrift Plan may transfer their funds to PERS for this purpose. Rollovers from other qualified private 401(a) or 401(k) plans are also acceptable. For additional information about this benefit, please contact: PERS, Member Services Division, P. O. Box 942704, Sacramento, CA 94229-2704, (800) 352-2238	GC 20930.5	1-21, Excluded	See summary	Employee Paid

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Savings Plus Program (SPP)	Voluntary Deferred Compensation plans which enable employees to save pre-tax dollars for retirement planning. All investment funds, including growth and earnings, grow on a tax-deferred basis until withdrawn.	IRC 457, IRC 401(k), CCR 599.940-599.943, GC 19993, GC 19993.05, GC 19999.5	1-21, Excluded	In order to participate in the SPP, an employee must be PERS eligible	Employee Paid
401(k) Employer Contribution	The State will contribute \$100 per month on behalf of each manager and \$50 per month on behalf of each supervisor, confidential, and specified excluded employee into a 401(k) account administered by the SPP. Continuation of the program beyond Fiscal Year 2000/01 will be subject to budgetary constraints.	IRC 415, 401(k), 403(b), 457, GC 19999.5	Specific Excluded	Employee must be in a classification designated as managerial, supervisory, confidential, or be a specified excluded employee	Employer Paid
CCR - California Code of Regulations					
FC - Family Code					
GC - Government Code					
HSC - Health and Safety Code					
IC - Insurance Code					
IRC - Internal Revenue Code					
LC - Labor Code					
MVC - Military Veterans' Code					
<u>TO LOCATE YOUR BARGAINING UNIT, PLEASE CHECK WITH YOUR DEPARTMENT PERSONNEL OFFICE.</u>					

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